

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:**       **Human Resources**

**AGENDA DATE:**     **08/30/05**

**CONTACT PERSON/PHONE:**       **Human Resources, Linda Thomas, (915) 541-4509**

**DISTRICT(S) AFFECTED:** **N/A**

**SUBJECT:**

**APPROVE:**       Resolution for the revisions for Environmental Services Director and Environmental Services Assistant Director.

**BACKGROUND / DISCUSSION:**

The revision of the proposed job specification were requested by the Deputy City Manager for Building and Planning Services to implement the strategic restructuring plan for the Building and Planning portfolio that is being presented through the budget process. Human Resources found that the scope, level of responsibilities and duties normally assigned to the positions have evolved in response to the increased accountability to reflect the integration of environmental services functions.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY/2006

Funding Source: 34380034-40450-34000 & 34010289-40403-34000

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on August 25, 2005.

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Environmental Services Director** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **5418**. The Grade shall be **EX C**.

**PASSED AND APPROVED this 30th day of August, 2005.**

THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

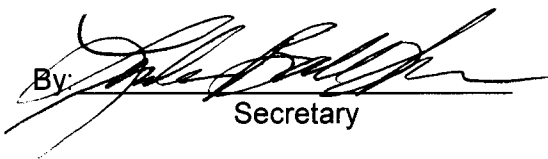
  
\_\_\_\_\_  
Maria Guadalupe Martinez  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Linda Ball Thomas  
Interim Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: August 25, 2005

By:   
\_\_\_\_\_  
Secretary

Professional and Managerial Branch  
Administrative Group  
Environmental Services Group

**ENVIRONMENTAL SERVICES DIRECTOR**

8/05 (AIS)

***General Purpose***

Under general direction, as a department head, direct the City's environmental management program to include oversight of solid waste management functions through subordinate managers and supervisors.

***Typical Duties***

Manage and administer the coordination of environmental and solid waste collection, disposal, recycling and landfill operations. Involves: Identify potential environmental issues and develop strategies to respond effectively. Provide for environmental enforcement and recycling to include spill remediation and brownfields activities oversight in compliance with federal, state and local laws, code, ordinances, rules and regulations. Implement policies and procedures to ensure timely customer oriented service. Coordinate services with other governmental and private entities to ensure quality services. Oversee and review operational procedures to improve efficiency of services provided. Oversee residential, commercial, recycling, landfill and special collection services. Direct code compliance. Assure activities and policies comply with regulatory requirements. Maintain appropriate regulatory certification of transfer station and landfills.

Manage and administer department planning and development. Involves: Develop short and long range strategic plans to obtain city objectives. Determine objectives, priorities and resources necessary for attainment of goals.

Conduct cost-benefit analysis, statistical analysis, and labor requirements analysis and analyze resulting data. Plan, develop and implement new programs and modify existing programs to optimize operational efficiency. Resolve issues related to integration of programs and services. Conduct research and analysis of technical equipment specifications, innovative products and materials. Project future operational and capital improvement needs including personnel, equipment, supplies, maintenance, landfill resources or projects or other items. Prepare develop, implement and administer annual budget. Ensure timely preventative maintenance, repair and replacement of equipment. Monitor policies, practices and procedures to ensure compliance with regulatory requirements. Review, explain and interpret current and proposed legislation and regulations.

Develop funding, marketing and enforcement to reduce costs to customers and improve efficiency. Involves: Research and oversee preparation of grant or other funding source proposals and contracts. Conduct networking and research for additional ways to promote marketing of recyclables. Oversee educational campaign focusing on environmental issues. Manage, develop and administer development and presentation of public educational materials and media advertising to promote better understanding of environmental and solid waste collection and recycling initiatives. Oversee volunteer recruitment, training and recognition. Conduct field investigations to identify and resolve priority conflicts, customer complaints and organization problems. Respond to inquiries and complaints from customers, citizens or regulatory agencies. Advise other City departments and elected officials on any high profile complaints. Explain department functions and rules to citizens, civic groups, consultants, contractors, utilities, planning commissions and regulatory agencies to solve operating problems and rectify complaints.

Meet with regulatory agencies related to existing and proposed compliance regulations and guidelines. Involves: Meet with state, county and city entities, vendors, the public and other departments to solve problems such as integration of processes and services and to determine future disposal needs, waste disposal improvements, emergency planning, illegal dumping, and other issues to create solutions to current and future waste disposal methods, practices and procedures. Initiate corrective measures and controls to expedite and optimize interrelated activities and facilitate the flow of communication. Develop and promote a comprehensive educational campaign focusing on related environmental issues and promote market development for recyclable materials. Prepare and submit operational, activity, personnel, equipment and other reports as assigned. Prepare correspondence regarding department operations, policies and procedures. Develop and review bid specifications for equipment. Participate in conferences to represent the City on environmental issues and to maintain awareness of technological advances.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate departmental activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforces personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and hire, terminate, and approve transfers, disciplinary action, merit pay or other employee status changes.

***Knowledge, Abilities and Skills***

- Comprehensive knowledge of environmental and occupational health and safety rules, regulations and practices .
- Comprehensive knowledge of solid waste collection, disposal, recycling, landfills and marketing of recyclables.
- Considerable knowledge of administrative, budgetary, personnel management, standard fiscal administration policies, practices and controls.
- Considerable knowledge of marketing and contract management methods and practices.
- Good knowledge of public speaking and public relations methods to persuade, negotiate and mediate issues.
- Ability to calculate long, short and interim budgetary projections for projects, capital equipment outlay, materials, supplies, facilities, personnel and other expenses for the Solid Waste Management Department.
- Ability to communicate clearly and concisely, orally and in writing to prepare and present training, regulatory information dealing with long and short term budgets, environmental codes, ordinances and standards.
- Ability to interpret oral, written, mathematical, legal, statistical and regulatory information dealing with long and short term budgets, transportation, environmental, Federal, State, and local ordinances and standards, equipment, occupational health and safety standard.
- Ability to establish and maintain effective working relationships with city employees, officials, customer departments, vendors, contractors, regulatory and funding agencies and the public.
- Skill in the safe operation and care of motor vehicle and personal computer or network work station, generic and specialized productivity software and equipment.

***Other Job Characteristics***

- Frequent driving through City traffic.
- Occasional exposure to moving machinery and equipment, hazardous chemicals, fumes and materials common to the processing and management of solid waste disposal, recycling and transportation.
- Occasional exposure to uneven terrain, extreme weather conditions, or animals and reptiles that frequent open landfill areas.
- Residency with the City of El Paso city limits required by date of employment.
- May work extended hours as an executive reporting to the Deputy City Manager.

***Minimum Qualifications***

Education and Experience: Accredited Bachelor's Degree in Civil or Environmental Engineering, Environmental Science, or related discipline, plus eight (8) years experience in the management or administration of solid waste operations or environmental code enforcement, including six (6) years of supervisory or managerial experience.

Licenses and Certificates:

- Valid Texas Professional Engineer Registration or equivalent transferable from another state by time of application which must be converted within one (1) year following appointment.
- Valid Texas Municipal Solid Waste Technician Class "A" License from the Texas Commission on Environmental Commission within on one (1) year of appointment.
- Valid Texas Class "C" Driver's license or equivalent from another state.